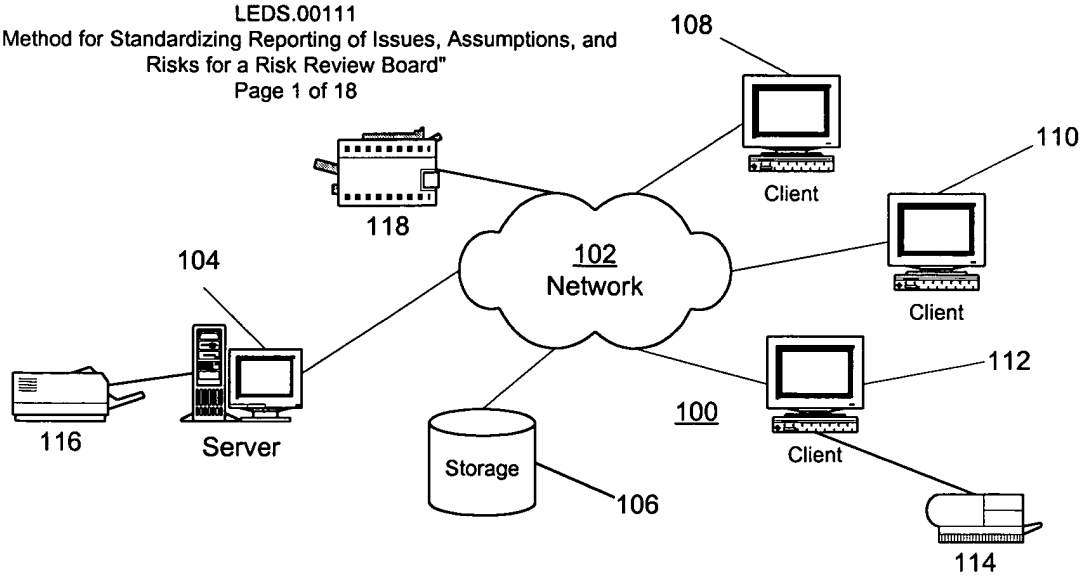
Figure 1

Gaston, et al.
LEDS.00111
"A Method for Standardizing Reporting of Issues, Assumptions, and Risks for a Risk Review Board"



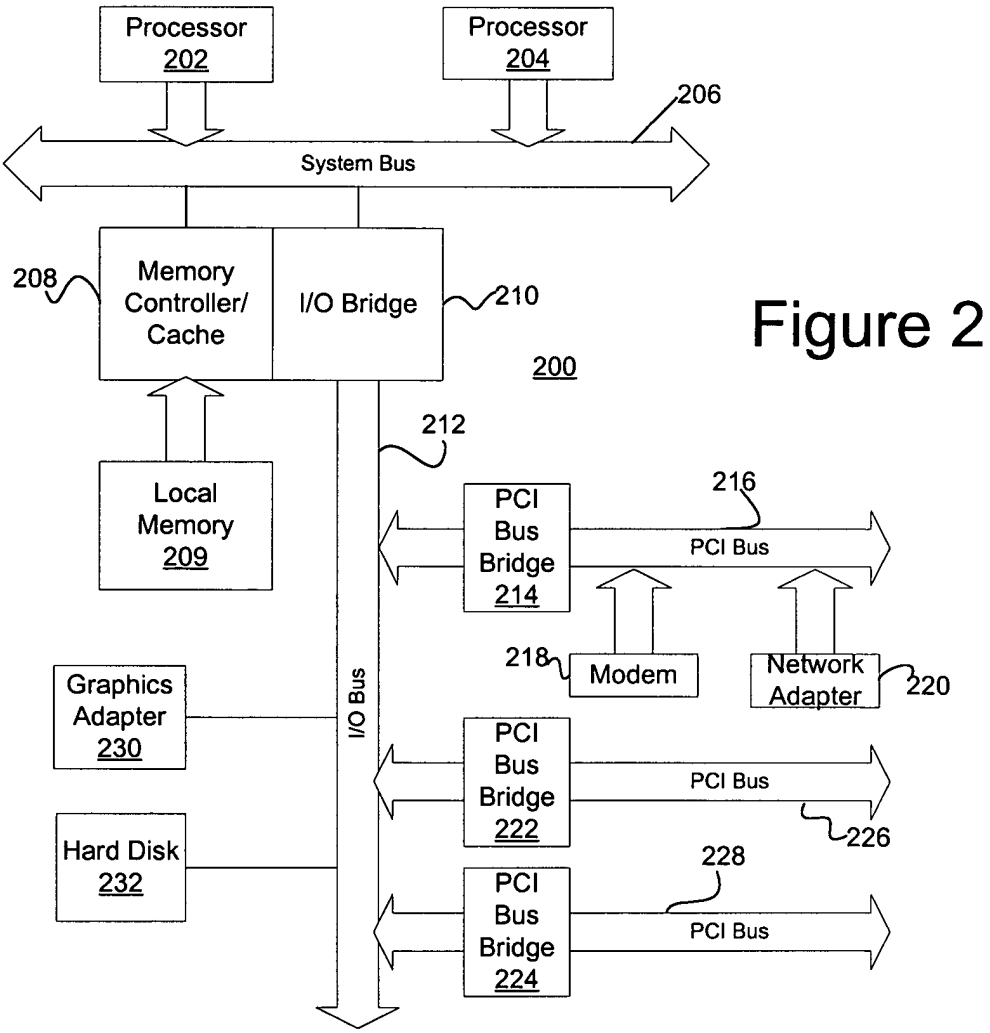


Figure 2

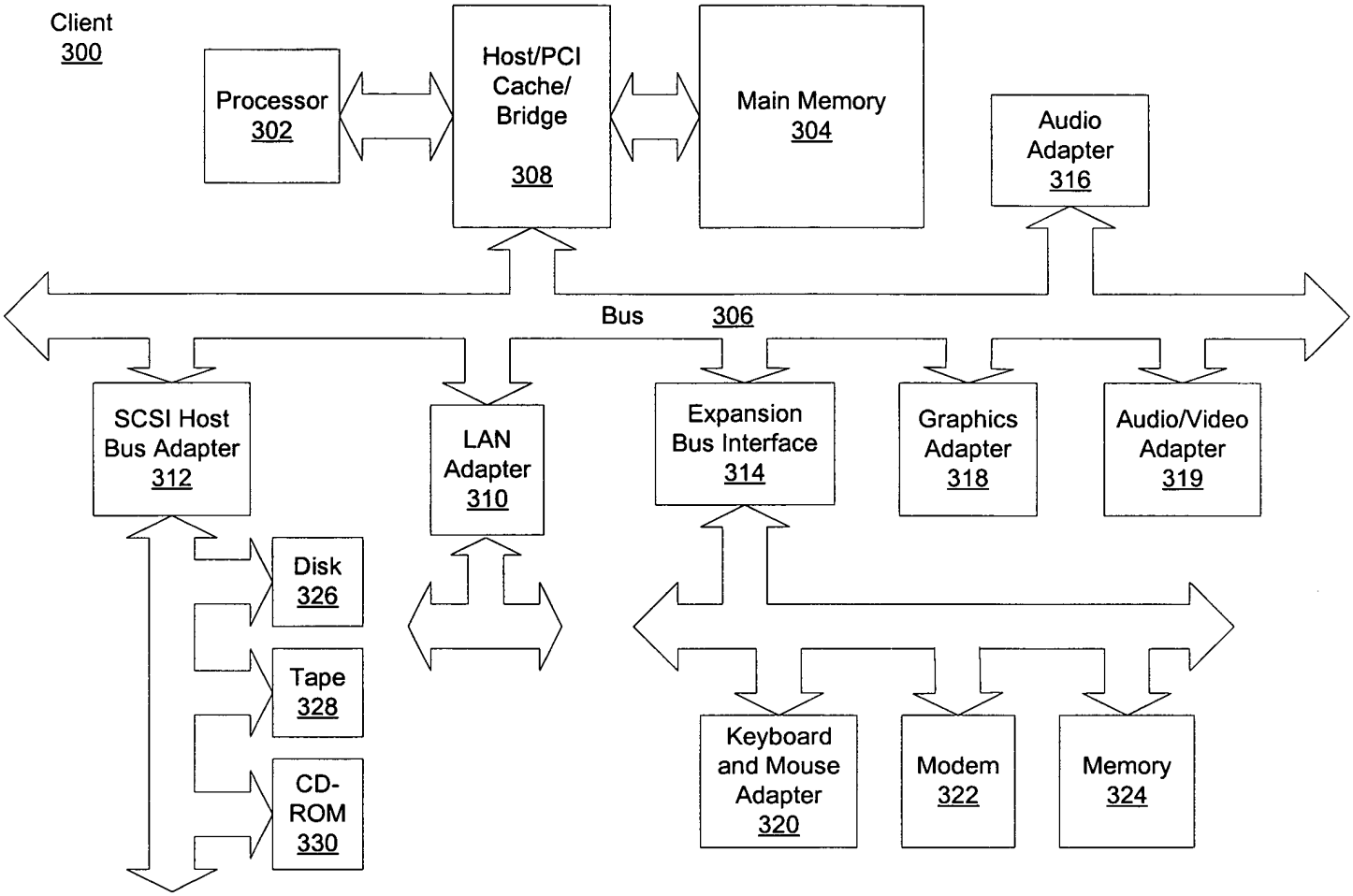

Client
300
Processor
302
Host/PCI
Cache/
Bridge
308
Main Memory
304
Audio
Adapter
316
Bus
306
SCSI Host
Bus Adapter
312
LAN
Adapter
310
Expansion
Bus Interface
314
Graphics
Adapter
318
Audio/Video
Adapter
319
Disk
326
Tape
328
CD-
ROM
330
Keyboard
and Mouse
Adapter
320
Modem
322
Memory
324

Figure 3

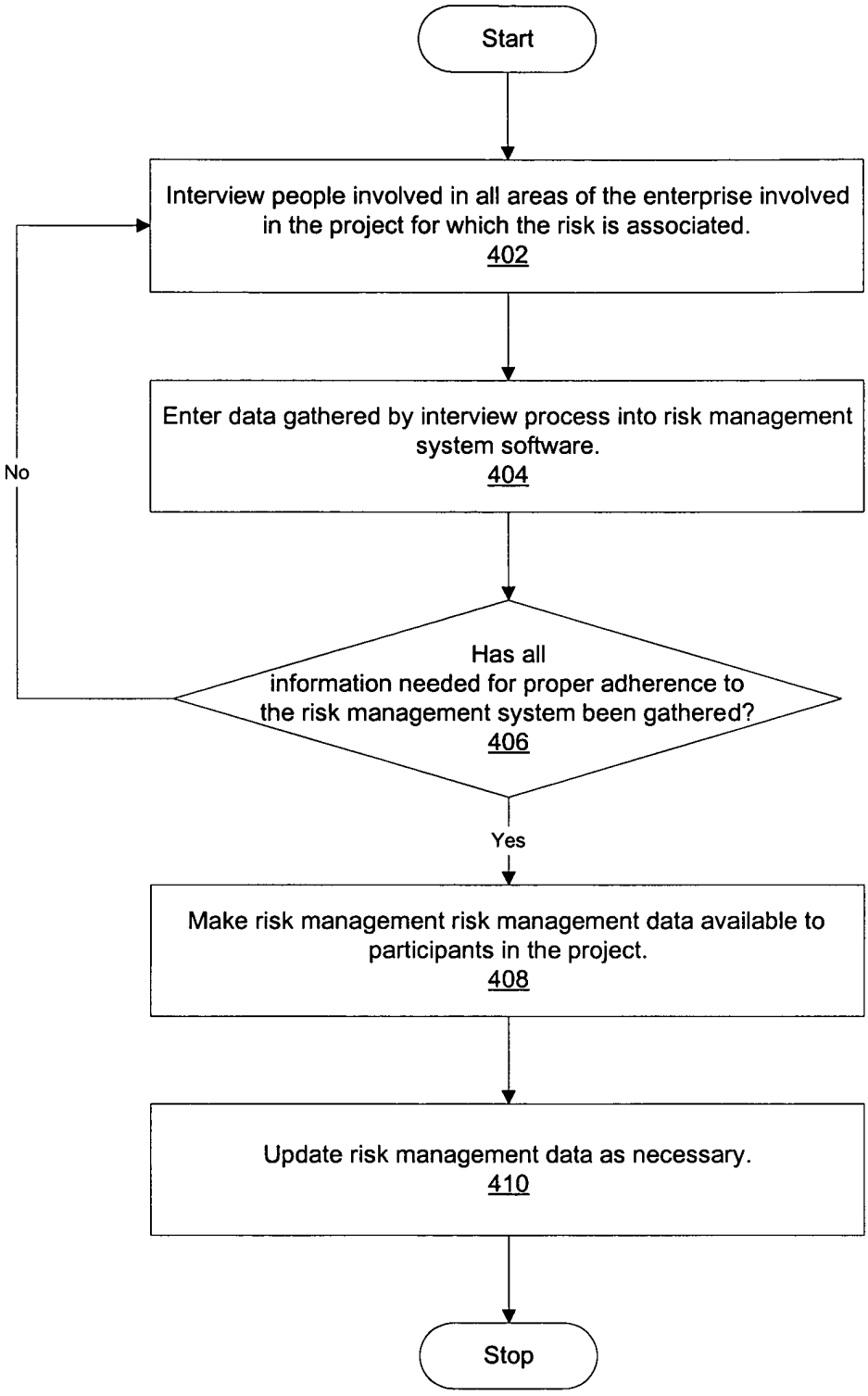

Start
Interview people involved in all areas of the enterprise involved in the project for which the risk is associated.
402
Enter data gathered by interview process into risk management system software.
404
No
Has all information needed for proper adherence to the risk management system been gathered?
406
Yes
Make risk management risk management data available to participants in the project.
408
Update risk management data as necessary.
410
Stop

Figure 4

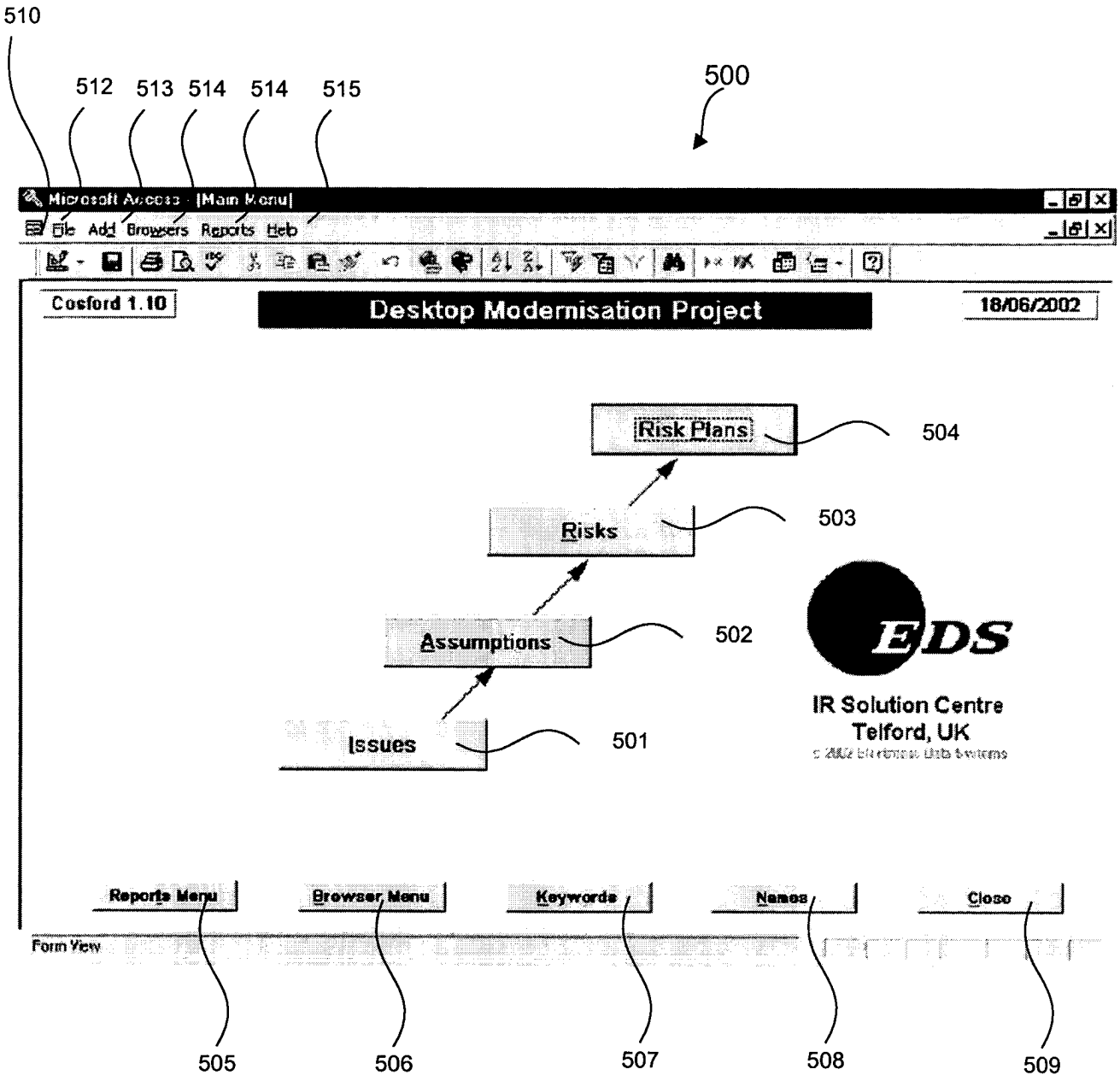

510
512
513
514
514
515
500
Microsoft Access - [Main Menu]
File
Add
Browsers
Reports
Help
Cosford 1.10
Desktop Modernisation Project
18/06/2002
Risk Plans
504
Risks
503
Assumptions
502
Issues
501
EDS
IR Solution Centre
Telford, UK
Reports Menu
Browser Menu
Keywords
Names
Close
Form View
505
506
507
508
509

Figure 5

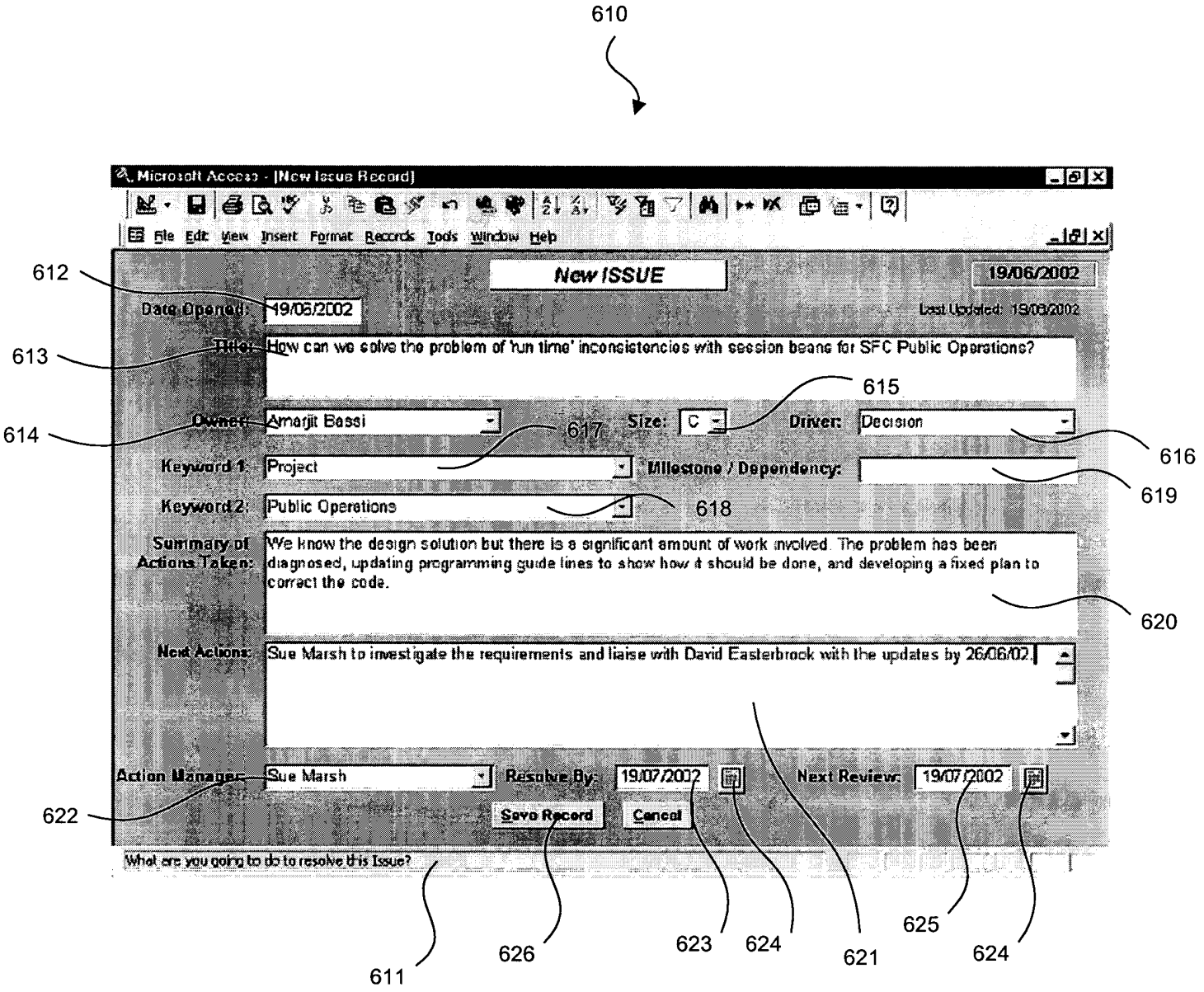

610
Microsoft Access - [New Issue Record]
File Edit View Insert Format Records Tools Window Help
New ISSUE
19/06/2002
Date Opened: 19/06/2002
Last Updated: 19/06/2002
Title: How can we solve the problem of 'run time' inconsistencies with session beans for SFC Public Operations?
Owner: Amarjit Bassi
Size: C
Driver: Decision
Keyword 1: Project
Milestone / Dependency:
Keyword 2: Public Operations
Summary of Actions Taken: We know the design solution but there is a significant amount of work involved. The problem has been diagnosed, updating programming guide lines to show how it should be done, and developing a fixed plan to correct the code.
Next Actions: Sue Marsh to investigate the requirements and liaise with David Easterbrook with the updates by 26/06/02
Action Manager: Sue Marsh
Resolve By: 19/07/2002
Next Review: 19/07/2002
Save Record
Cancel
What are you going to do to resolve this Issue?
612
613
614
615
616
617
618
619
620
622
611
626
623
624
621
625
624

Figure 6

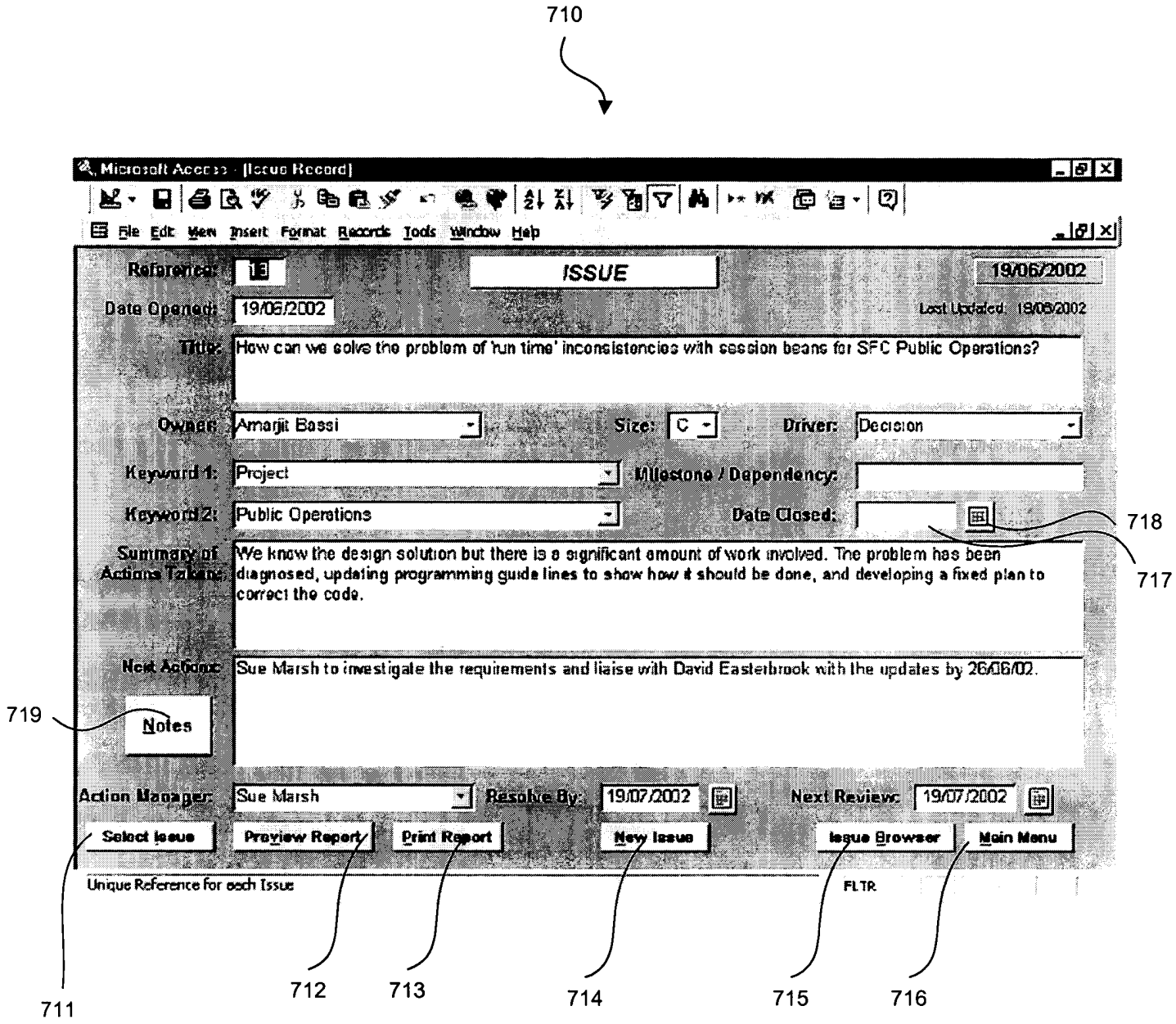

710
Microsoft Access - [Issue Record]
File Edit View Insert Format Records Tools Window Help
Reference: 13
ISSUE
19/06/2002
Date Opened: 19/06/2002
Last Updated: 19/06/2002
Title: How can we solve the problem of 'run time' inconsistencies with session beans for SFC Public Operations?
Owner: Amarjit Bassi
Size: C
Driver: Decision
Keyword 1: Project
Milestone / Dependency:
Keyword 2: Public Operations
Date Closed:
718
717
Summary of Actions Taken: We know the design solution but there is a significant amount of work involved. The problem has been diagnosed, updating programming guide lines to show how it should be done, and developing a fixed plan to correct the code.
Next Actions: Sue Marsh to investigate the requirements and liaise with David Easterbrook with the updates by 26/06/02.
719
Notes
Action Manager: Sue Marsh
Resolve By: 19/07/2002
Next Review: 19/07/2002
Select Issue
Preview Report
Print Report
New Issue
Issue Browser
Main Menu
Unique Reference for each Issue
FLTR
711
712
713
714
715
716

Figure 7

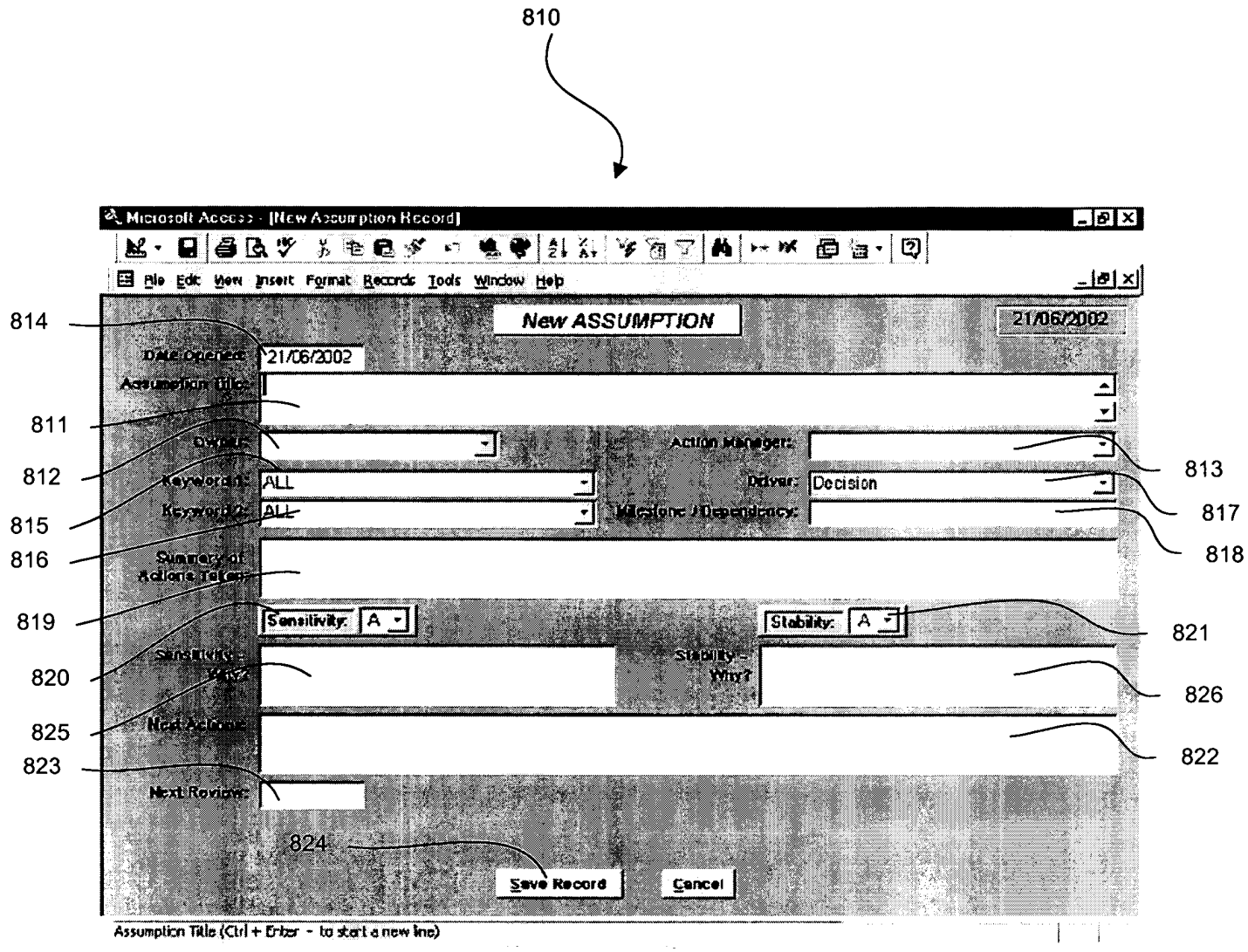

810
Microsoft Access - [New Assumption Record]
File Edit View Insert Format Records Tools Window Help
New ASSUMPTION
21/06/2002
Date Opened: 21/06/2002
Assumption Title:
Owner:
Action Manager:
Keyword1: ALL
Driver: Decision
Keyword2: ALL
Milestone / Dependency:
Summary of Actions Taken:
Sensitivity: A
Stability: A
Sensitivity - Why?
Stability - Why?
Next Actions:
Next Review:
Save Record
Cancel
Assumption Title (Ctrl + Enter - to start a new line)
814
811
812
815
816
819
820
825
823
824
813
817
818
821
826
822

Figure 8A

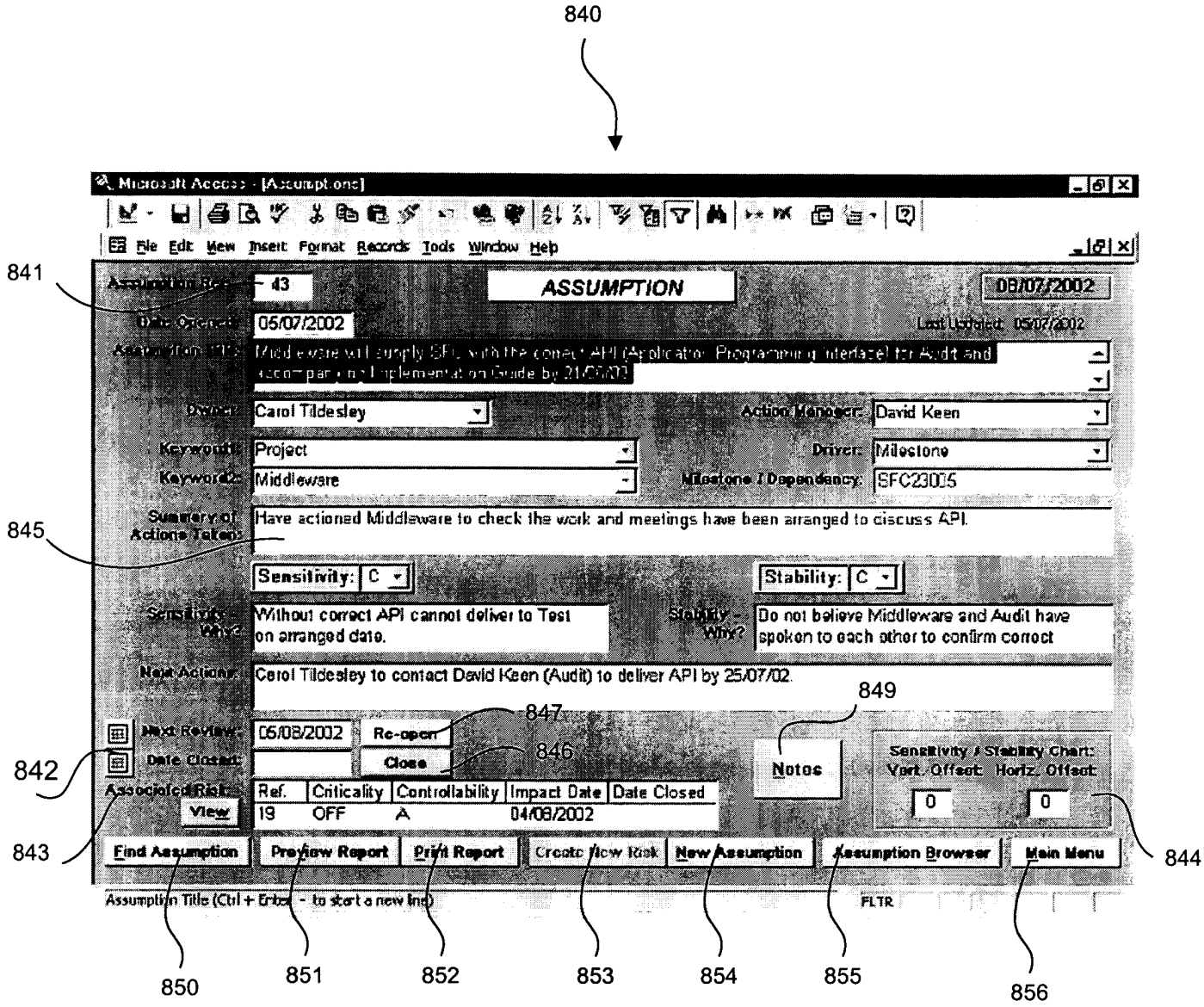

840
841
845
842
843
844
847
846
849
850
851
852
853
854
855
856
ASSUMPTION
Carol Tildesley
David Keen
Project
Milestone
Middleware
SFC23005
Have actioned Middleware to check the work and meetings have been arranged to discuss API.
Without correct API cannot deliver to Test on arranged date.
Do not believe Middleware and Audit have spoken to each other to confirm correct
Carol Tildesley to contact David Keen (Audit) to deliver API by 25/07/02.
06/08/2002
Re-open
Close
Notes
Ref.
Criticality
Controllability
Impact Date
Date Closed
19
OFF
A
04/08/2002
Find Assumption
Preview Report
Print Report
New Assumption
Assumption Browser
Main Menu

Figure 8B

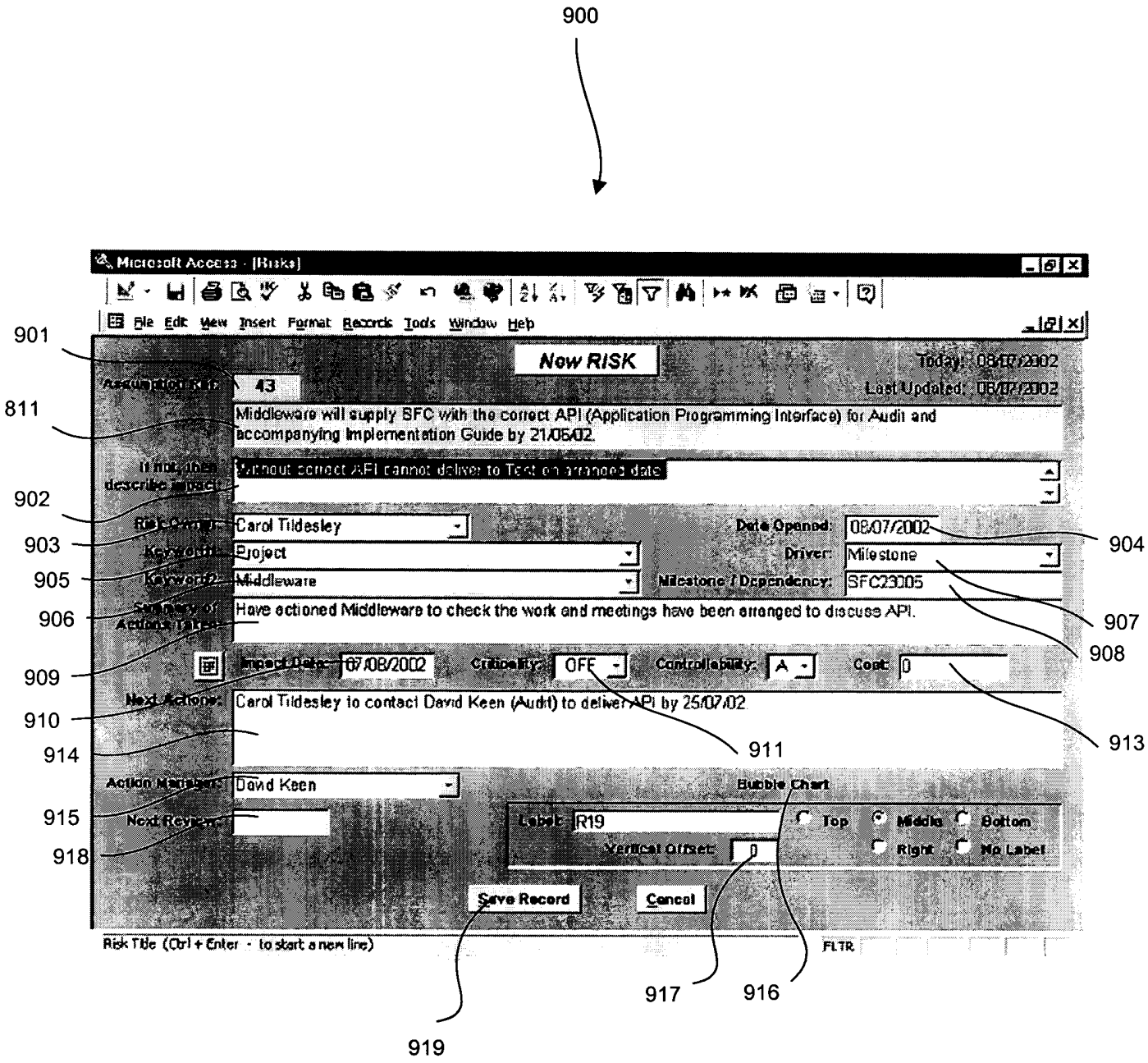

900
Microsoft Access - [Risks]
File Edit View Insert Format Records Tools Window Help
New RISK
Today: 08/07/2002
Assumption No: 43
Last Updated: 08/07/2002
Middleware will supply SFC with the correct API (Application Programming Interface) for Audit and accompanying Implementation Guide by 21/05/02.
If not, then describe impact:
Without correct API cannot deliver to Test on arranged date
Risk Owner: Carol Tildesley
Date Opened: 08/07/2002
Keyword1: Project
Driver: Milestone
Keyword2: Middleware
Milestone / Dependency: SFC23005
Summary of Actions Taken: Have actioned Middleware to check the work and meetings have been arranged to discuss API.
Impact Date: 07/08/2002
Criticality: OFF
Controllability: A
Cost: 0
Next Actions: Carol Tildesley to contact David Keen (Audit) to deliver API by 25/07/02
Action Manager: David Keen
Next Review:
Bubble Chart
Label: R19
Top
Middle
Bottom
Vertical Offset: 0
Right
No Label
Save Record
Cancel
Risk Title (Ctrl + Enter - to start a new line)
FLTR
901
811
902
903
904
905
906
907
908
909
910
911
913
914
915
916
917
918
919

Figure 9A

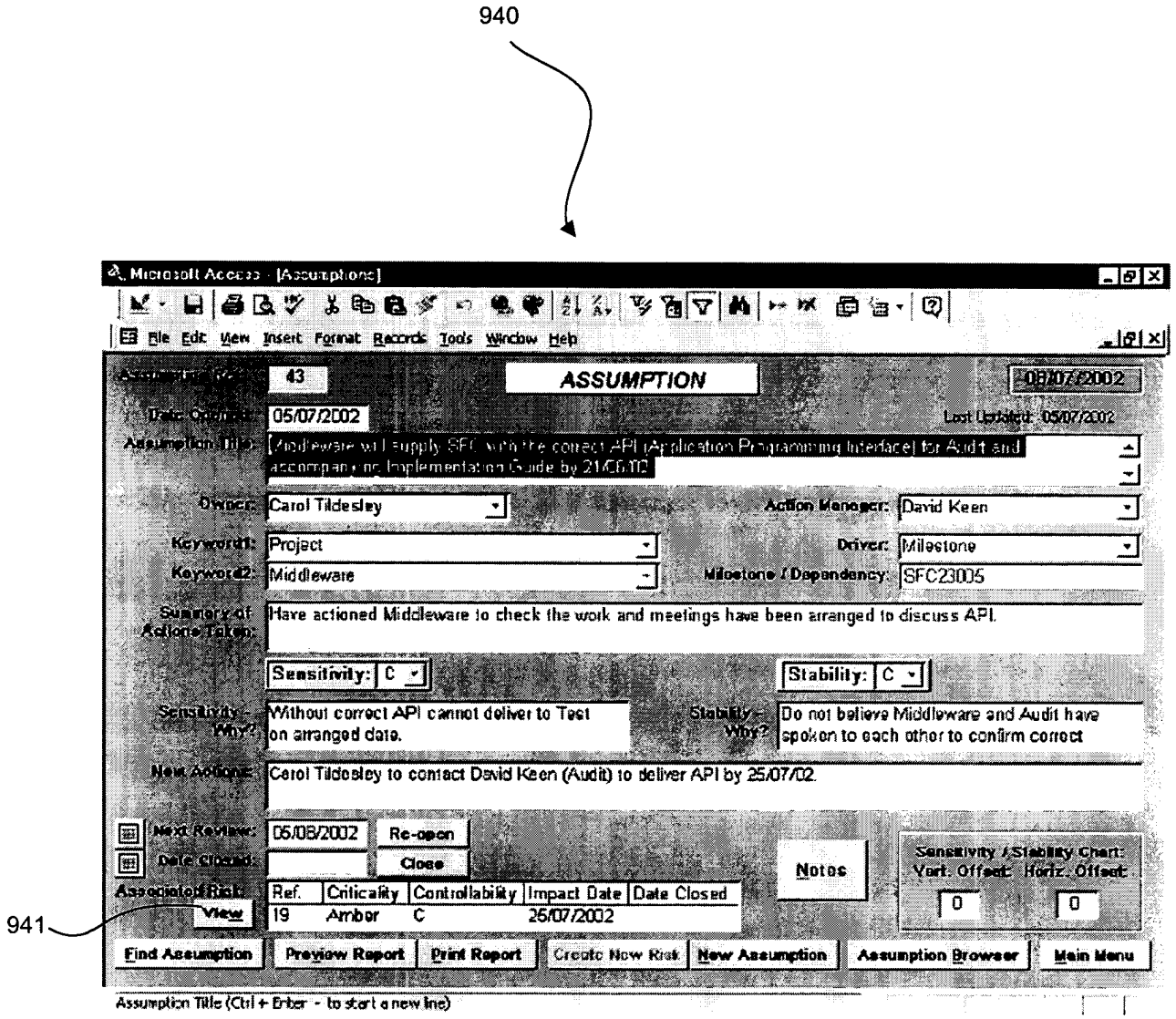

940
941
Microsoft Access - [Assumptions]
File Edit View Insert Format Records Tools Window Help
ASSUMPTION
05/07/2002
Last Updated: 05/07/2002
Assumption Title:
Middleware will supply SFC with the correct API (Application Programming Interface) for Audit and accompanying Implementation Guide by 21/06/02
Owner: Carol Tildesley
Action Manager: David Keen
Keyword1: Project
Driver: Milestone
Keyword2: Middleware
Milestone / Dependency: SFC23005
Summary of Action Taken: Have actioned Middleware to check the work and meetings have been arranged to discuss API.
Sensitivity: C
Stability: C
Sensitivity - Why? Without correct API cannot deliver to Test on arranged date.
Stability - Why? Do not believe Middleware and Audit have spoken to each other to confirm correct
New Actions: Carol Tildesley to contact David Keen (Audit) to deliver API by 25/07/02.
Next Review: 05/08/2002
Re-open
Date Closed:
Close
Notes
Sensitivity / Stability Chart:
Vert. Offset: Horiz. Offset:
0
0
Associated Risks:
View
Ref. Criticality Controllability Impact Date Date Closed
19 Amber C 25/07/2002
Find Assumption
Preview Report
Print Report
Create New Risk
New Assumption
Assumption Browser
Main Menu
Assumption Title (Ctrl + Enter - to start a new line)

Figure 9B

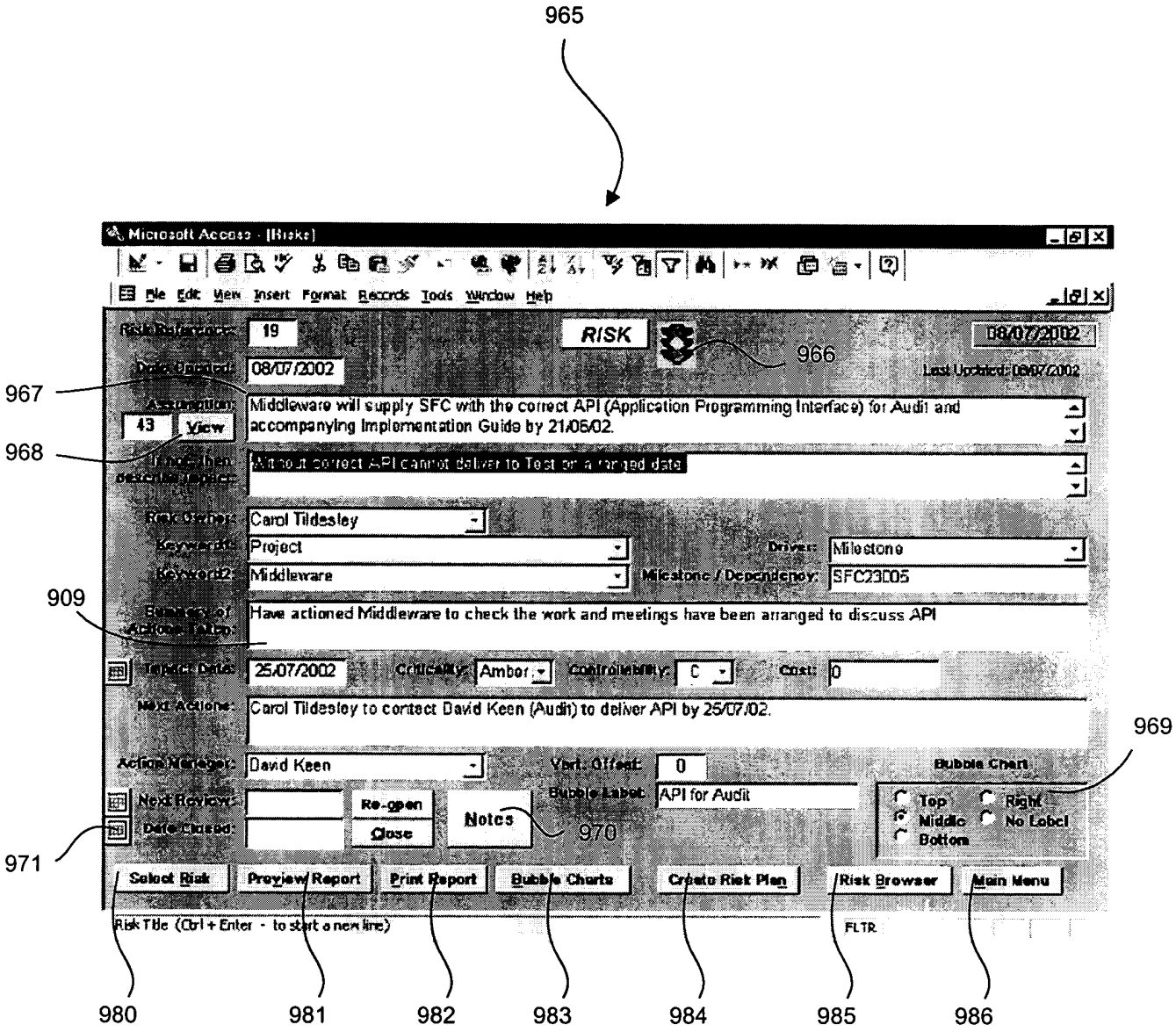

965
Microsoft Access - [Risks]
File Edit View Insert Format Records Tools Window Help
RISK
966
08/07/2002
Last Updated: 08/07/2002
967
Assumption:
43
View
Middleware will supply SFC with the correct API (Application Programming Interface) for Audit and accompanying Implementation Guide by 21/06/02.
968
Impact then describe impact:
Without correct API cannot deliver to Test on a agreed date
Risk Owner:
Carol Tildesley
Keyword1:
Project
Keyword2:
Middleware
Driver:
Milestone
Milestone / Dependency:
SFC23005
909
Summary of Actions Taken:
Have actioned Middleware to check the work and meetings have been arranged to discuss API
Impact Date:
25/07/2002
Criticality:
Amber
Controllability:
C
Cost:
0
Next Actions:
Carol Tildesley to contact David Keen (Audit) to deliver API by 25/07/02.
969
Action Manager:
David Keen
Vert. Offset:
0
Bubble Chart
Bubble Label:
API for Audit
Top
Right
Middle
No Label
Bottom
Next Review:
Date Closed:
Re-open
Close
Notes
970
971
Select Risk
Preview Report
Print Report
Bubble Charts
Create Risk Plan
Risk Browser
Main Menu
Risk Title (Ctrl + Enter - to start a new line)
FLTR
980
981
982
983
984
985
986

Figure 9C

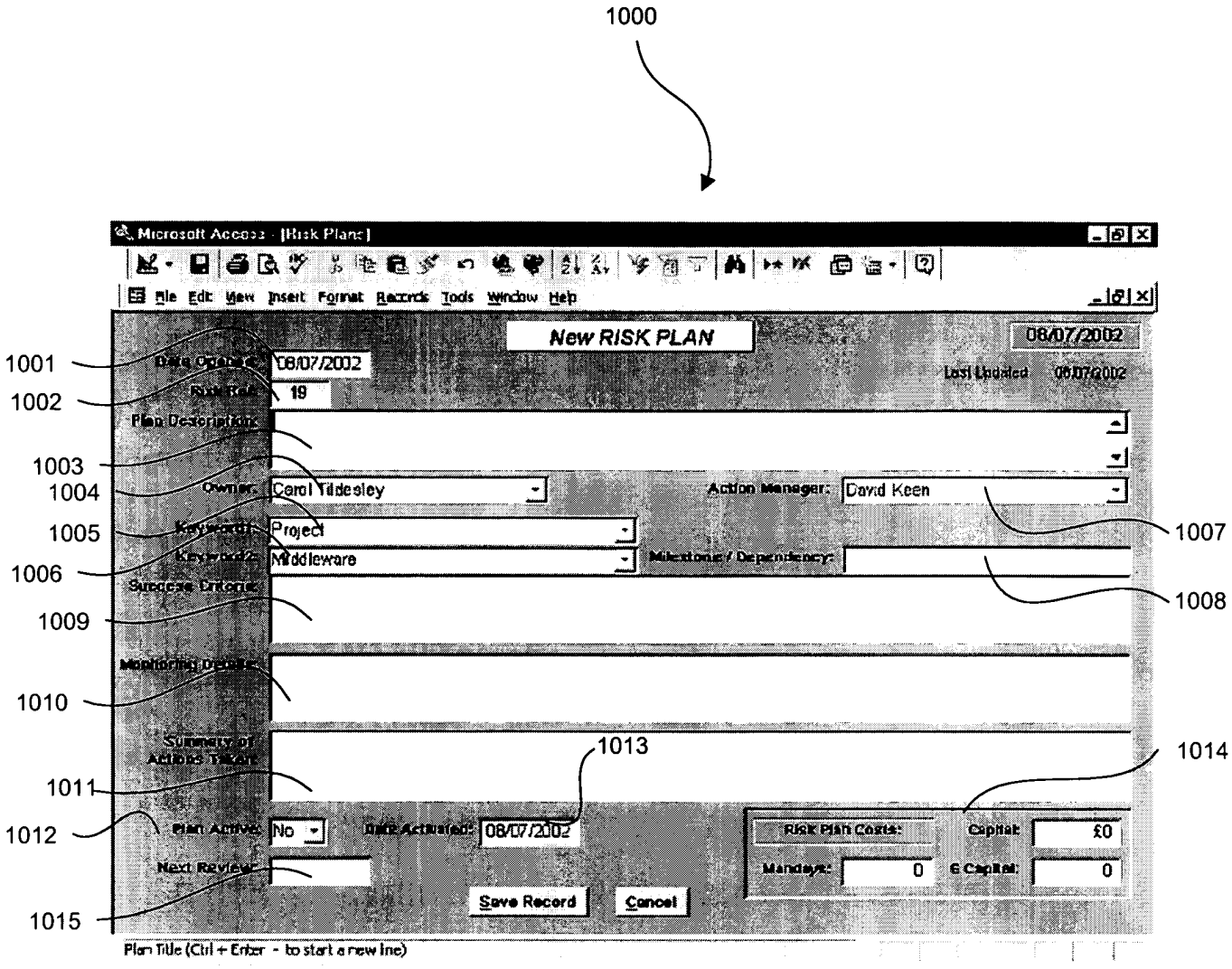

1000
Microsoft Access - [Risk Plans]
File Edit View Insert Format Records Tools Window Help
New RISK PLAN
08/07/2002
Date Opened:
08/07/2002
Last Updated
08/07/2002
Risk Rate:
19
Plan Description:
Owner:
Carol Tildesley
Action Manager:
David Keen
Keyword1:
Project
Keyword2:
Middleware
Milestone / Dependency:
Success Criteria:
Monitoring Details:
Summary of Actions Taken:
Plan Active:
No
Date Activated:
08/07/2002
Next Review:
RISK Plan Costs:
Capital:
£0
Mandays:
0
£ Capital:
0
Save Record
Cancel
Plan Title (Ctrl + Enter - to start a new line)
1001
1002
1003
1004
1005
1006
1007
1008
1009
1010
1011
1012
1013
1014
1015

Figure 10A

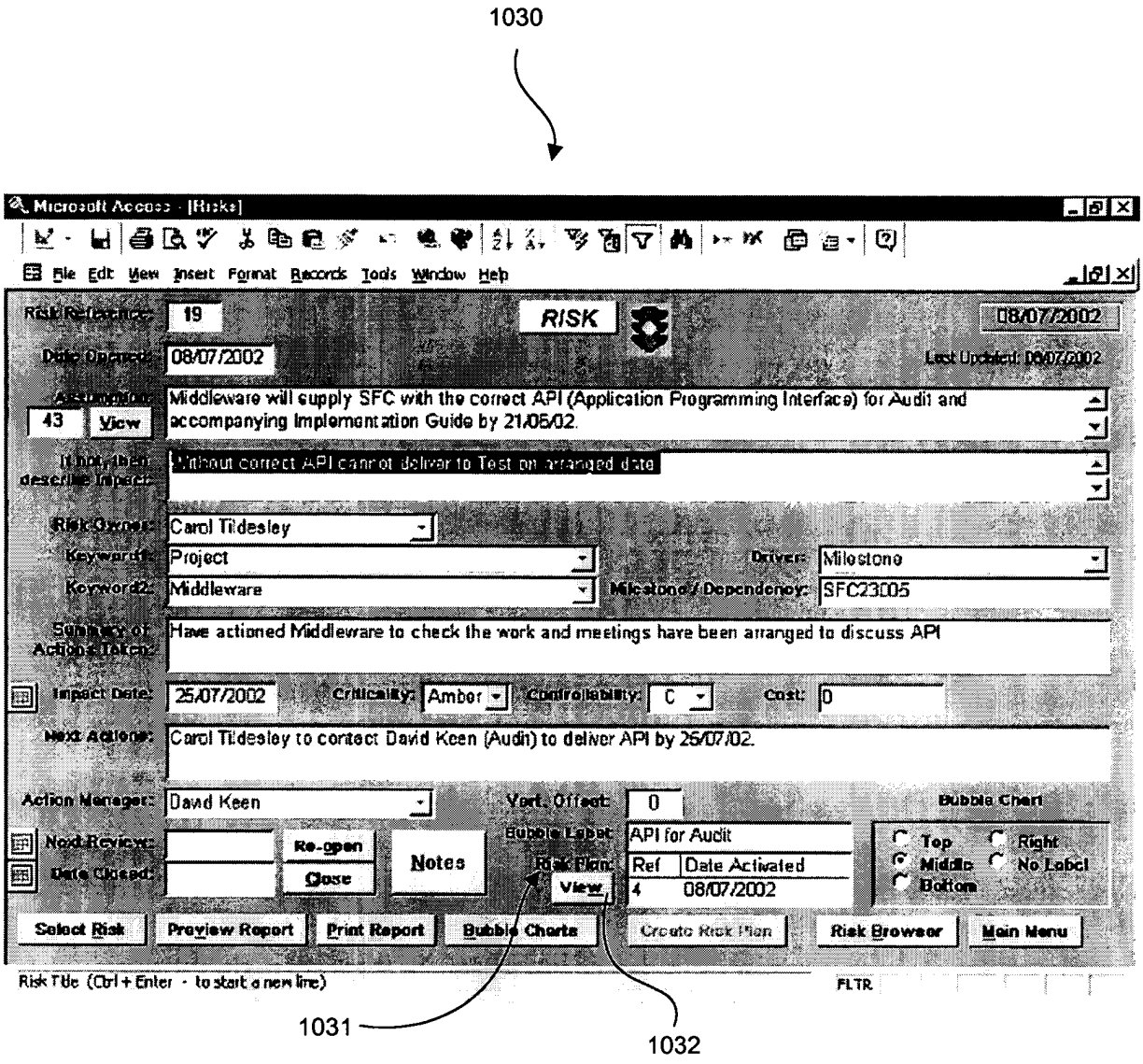

1030
Microsoft Access - [Risks]
File Edit View Insert Format Records Tools Window Help
Risk Reference: 19
RISK
08/07/2002
Date Opened: 08/07/2002
Last Updated: 08/07/2002
Assumption: Middleware will supply SFC with the correct API (Application Programming Interface) for Audit and accompanying Implementation Guide by 21/05/02.
43 View
If not then describe Impact: Without correct API cannot deliver to Test on arranged date
Risk Owner: Carol Tildesley
Keyword1: Project
Driver: Milestone
Keyword2: Middleware
Milestone / Dependency: SFC23005
Summary of Actions Taken: Have actioned Middleware to check the work and meetings have been arranged to discuss API
Impact Date: 25/07/2002
Criticality: Amber
Controllability: C
Cost: 0
Next Actions: Carol Tildesley to contact David Keen (Audit) to deliver API by 25/07/02.
Action Manager: David Keen
Vert. Offset: 0
Bubble Chart
Bubble Label: API for Audit
Top
Right
Middle
No Label
Bottom
Next Review:
Date Closed:
Re-open
Close
Notes
Risk Plan:
View
Ref
Date Activated
4
08/07/2002
Select Risk
Preview Report
Print Report
Bubble Charts
Create Risk Plan
Risk Browser
Main Menu
Risk Title (Ctrl + Enter - to start a new line)
FLTR
1031
1032

Figure 10B

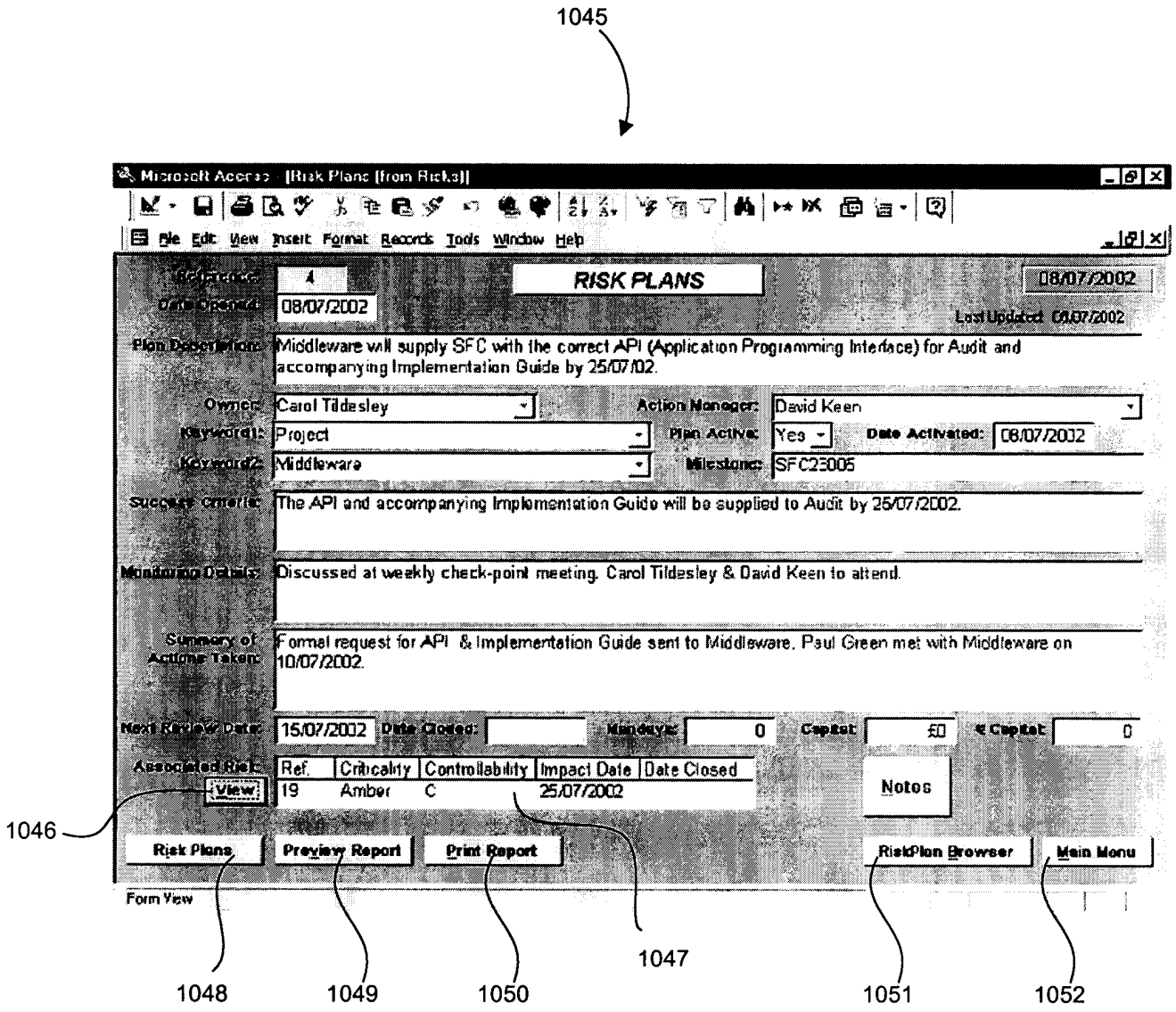

1045
Microsoft Access - [Risk Plans (from Risks)]
File Edit View Insert Format Records Tools Window Help
RISK PLANS
08/07/2002
Reference: 4
Date Opened: 08/07/2002
Last Updated: 08/07/2002
Plan Description: Middleware will supply SFC with the correct API (Application Programming Interface) for Audit and accompanying Implementation Guide by 25/07/02.
Owner: Carol Tildesley
Action Manager: David Keen
Keyword1: Project
Plan Active: Yes
Date Activated: 08/07/2002
Keyword2: Middleware
Milestone: SFC23005
Success Criteria: The API and accompanying Implementation Guide will be supplied to Audit by 25/07/2002.
Monitoring Details: Discussed at weekly check-point meeting. Carol Tildesley & David Keen to attend.
Summary of Actions Taken: Formal request for API & Implementation Guide sent to Middleware. Paul Green met with Middleware on 10/07/2002.
Next Review Date: 15/07/2002
Date Closed:
Mandays: 0
Capital: £0
% Capital: 0
Associated Risk:
Ref. Criticality Controllability Impact Date Date Closed
19 Amber C 25/07/2002
View
Notes
Risk Plans
Preview Report
Print Report
RiskPlan Browser
Main Menu
Form View
1046
1047
1048
1049
1050
1051
1052

Figure 10C

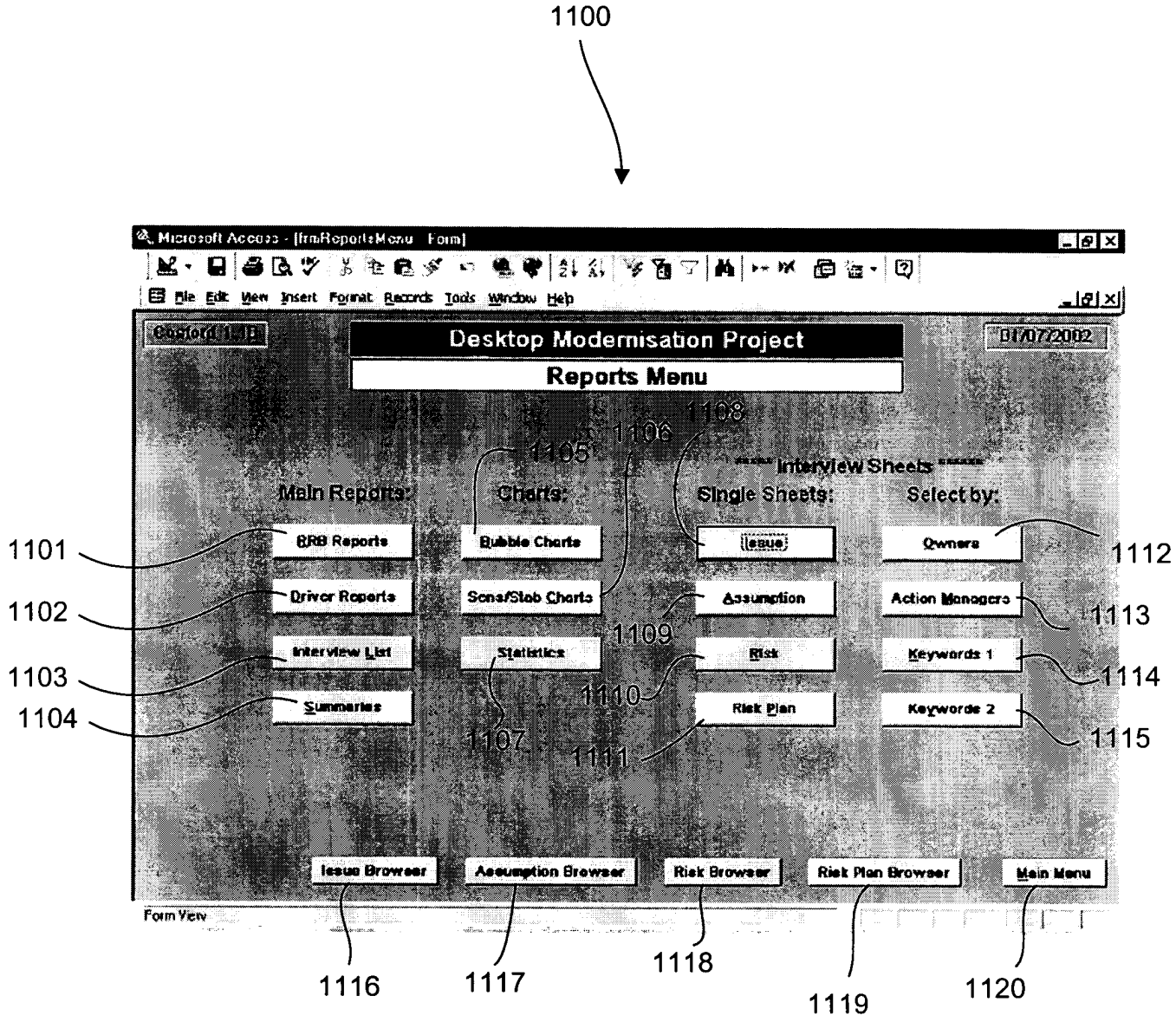

1100
Microsoft Access - [frmReportsMenu : Form]
File Edit View Insert Format Records Tools Window Help
Desktop Modernisation Project
Reports Menu
01/07/2002
Main Reports:
Charts:
Single Sheets:
Interview Sheets
Select by:
BRB Reports
Driver Reports
Interview List
Summaries
Bubble Charts
Sons/Slab Charts
Statistics
Issue
Assumption
Risk
Risk Plan
Owners
Action Managers
Keywords 1
Keywords 2
Issue Browser
Assumption Browser
Risk Browser
Risk Plan Browser
Main Menu
Form View
1101
1102
1103
1104
1105
1106
1107
1108
1109
1110
1111
1112
1113
1114
1115
1116
1117
1118
1119
1120

Figure 11

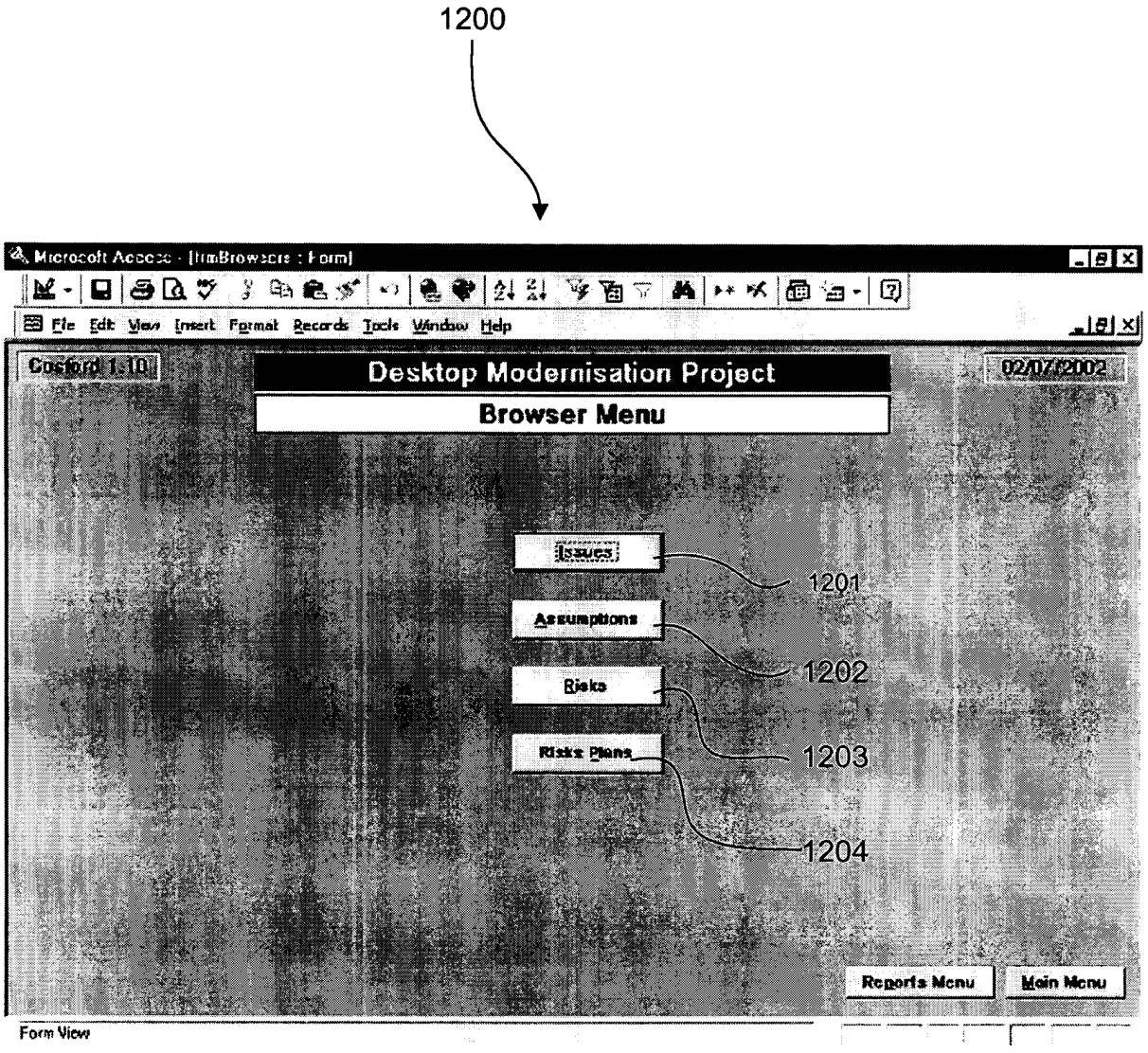

1200
Microsoft Access - [frmBrowseIn : Form]
File Edit View Insert Format Records Tools Window Help
Cosford 1.10
Desktop Modernisation Project
02/07/2002
Browser Menu
Issues
Assumptions
Risks
Risks Plans
1201
1202
1203
1204
Reports Menu
Main Menu
Form View

Figure 12A

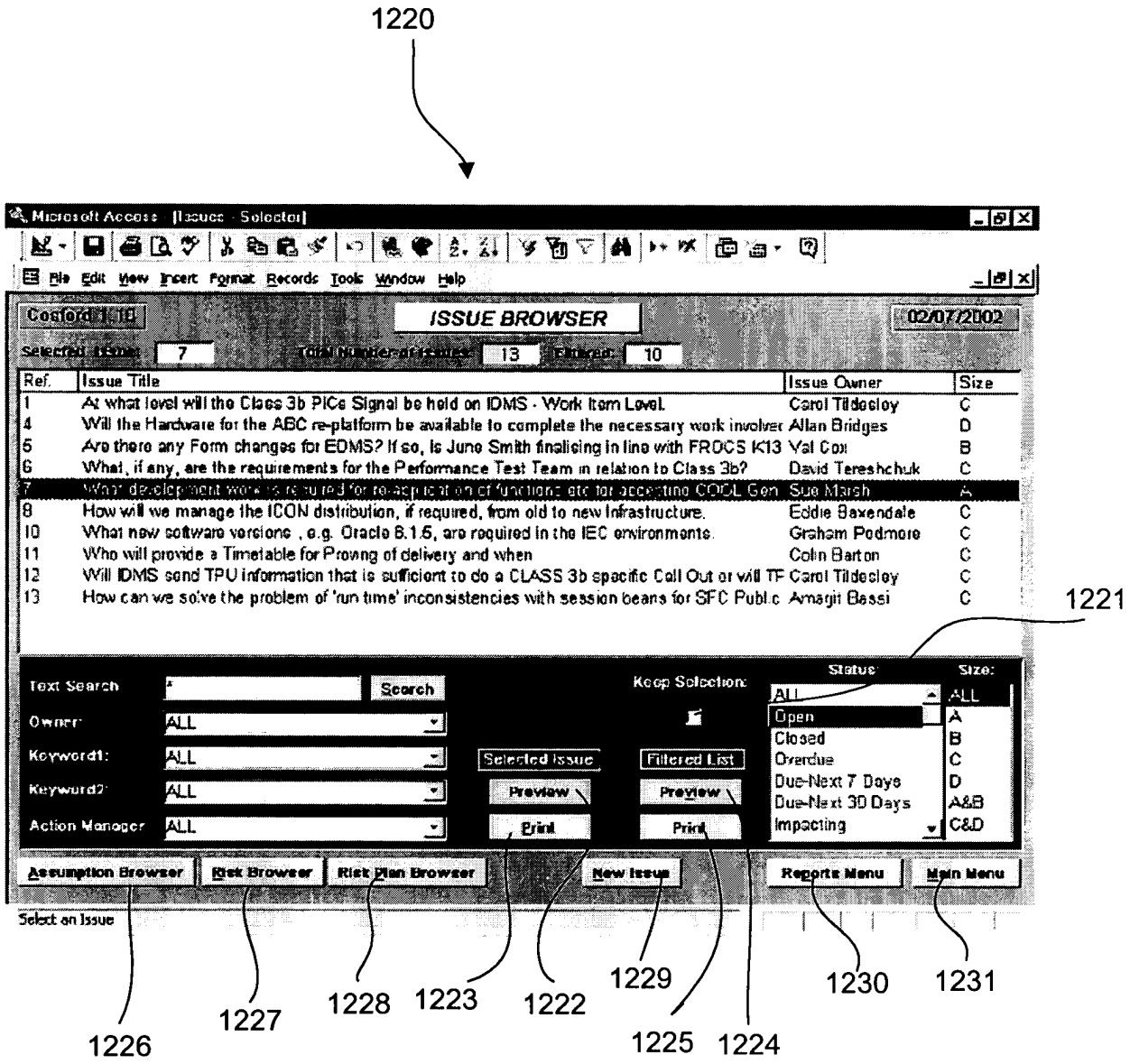

1220
Microsoft Access - [Issues - Selector]
File Edit View Insert Format Records Tools Window Help
ISSUE BROWSER
02/07/2002
Selected Issue: 7
Total Number of Issues: 13
Filtered: 10
Ref.
Issue Title
Issue Owner
Size
1 At what level will the Class 3b PICs Signal be held on IDMS - Work Item Level. Carol Tildesley C
4 Will the Hardware for the ABC re-platform be available to complete the necessary work involved Allan Bridges D
5 Are there any Form changes for EDMS? If so, is June Smith finalising in line with FRDCS K13 Val Cox B
6 What, if any, are the requirements for the Performance Test Team in relation to Class 3b? David Tereshchuk C
7 What development work is required for re-application of functions etc for accepting COOL Gen Sue Marsh A
8 How will we manage the ICON distribution, if required, from old to new Infrastructure. Eddie Baxendale C
10 What new software versions , e.g. Oracle 8.1.5, are required in the IEC environments. Graham Podmore C
11 Who will provide a Timetable for Proving of delivery and when Colin Barton C
12 Will IDMS send TPU information that is sufficient to do a CLASS 3b specific Call Out or will TP Carol Tildesley C
13 How can we solve the problem of 'run time' inconsistencies with session beans for SFC Public Amarjit Bassi C
1221
Text Search
Search
Keep Selection:
Status:
Size:
Owner:
Keyword1:
Keyword2:
Action Manager:
ALL
Open
Closed
Overdue
Due-Next 7 Days
Due-Next 30 Days
Impacting
A
B
C
D
A&B
C&D
Selected Issue
Filtered List
Preview
Print
Assumption Browser
Risk Browser
Risk Plan Browser
New Issue
Reports Menu
Main Menu
Select an Issue
1226
1227
1228
1223
1222
1229
1225
1224
1230
1231

Figure 12B

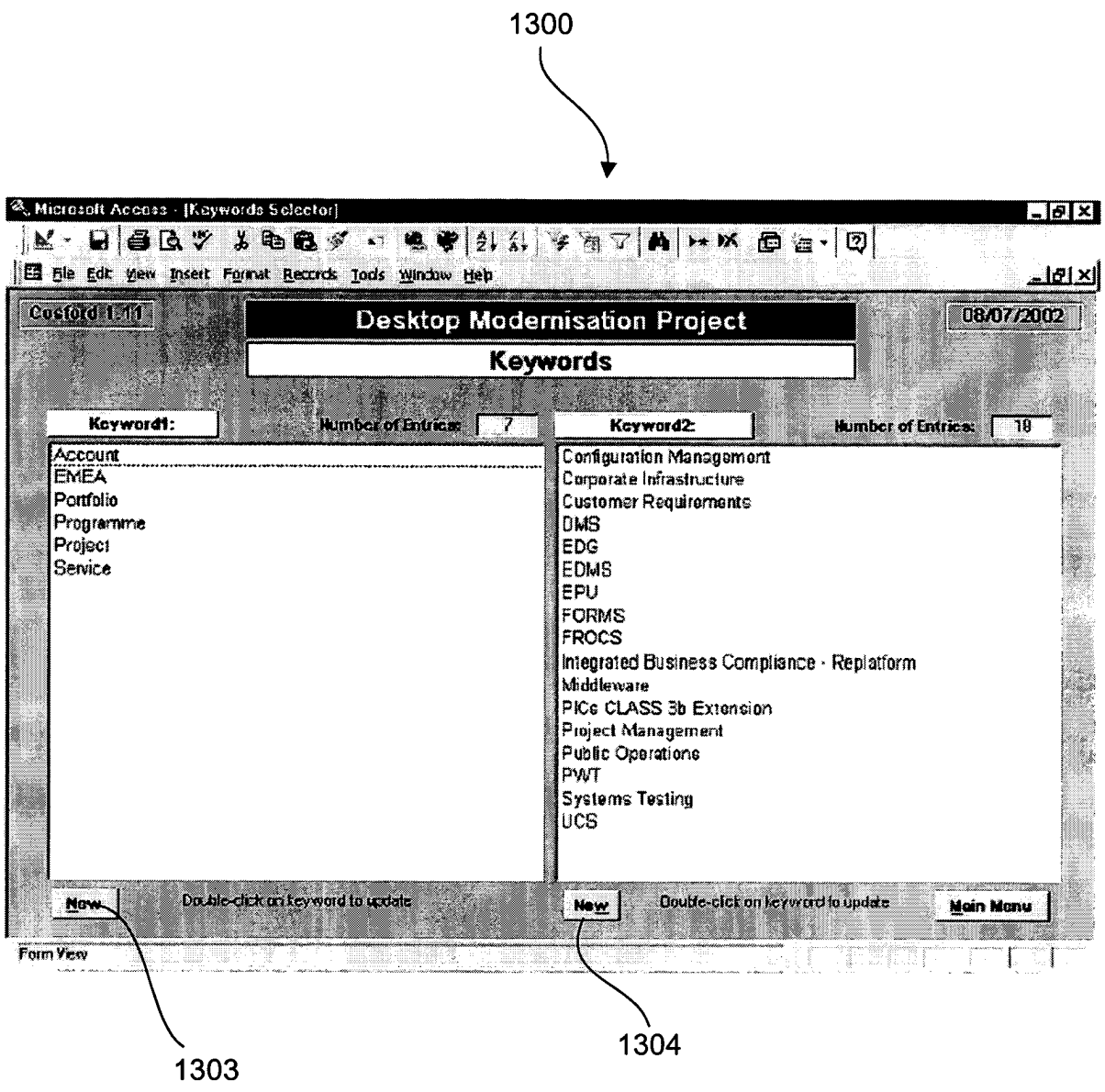

1300
Microsoft Access - [Keywords Selector]
File Edit View Insert Format Records Tools Window Help
Desktop Modernisation Project
Keywords
08/07/2002
Keyword1:
Number of Entries:
7
Keyword2:
Number of Entries:
18
Account
EMEA
Portfolio
Programme
Project
Service
Configuration Management
Corporate Infrastructure
Customer Requirements
DMS
EDG
EDMS
EPU
FORMS
FROCS
Integrated Business Compliance - Replatform
Middleware
PICe CLASS 3b Extension
Project Management
Public Operations
PWT
Systems Testing
UCS
New
Double-click on keyword to update
New
Double-click on keyword to update
Main Menu
Form View
1303
1304

Figure 13